

## SHELBY COUNTY ENTRANCE APPLICATION

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Location: Section \_\_\_\_\_

Township \_\_\_\_\_

911 Address \_\_\_\_\_

A permit is hereby requested to construct (widen) and entrance \_\_\_\_\_ feet in width, including, if necessary, a drainage structure.

To be installed by: \_\_\_\_\_ farmer \_\_\_\_\_ contractor

Name of Installer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Landowner

FOR COUNTY USE:	
PIPE SIZE	
LENGTH	
SAFETY APRON	
DRY FILL	
BANDS	
OTHER	
REMARKS:	
REVIEWED BY: _____ DATE: _____	

**NOTICE:**  
**Shelby County Secondar Roads Department shall be notified 24 hours in advance of the commencement of the installation of the entrance and shall be notified when the installation has been completed.**  
**Call 712-755-5954**

Realizing the above conditions and circumstances, and wanting to be as efficient in the use of road funds as possible, the Board of Supervisors has adopted the following policy:

1. The County Engineer is required to issue a permit for each new or widened access to the Secondary Road System. According to Section 319.14 of the Iowa Code, "A person shall not excavate, fill, or make a physical change within the right-of-way of a public road or highway without permission from the highway having jurisdiction of the public road or highway."
2. The County Engineer will require a no cost permit for each new or widened entrance to the Secondary Road system. Location of entrance will be at the owner's request if sight distance of **400' for rock and earth roadways, 500' for paved roadways**, and other factors are approved by the Engineer.
3. Slope from the edge of entrance to the ditch flowline will be as follows:  
**Paved Road/Dry Fill = 8:1; Paved Road (with culvert) = 6:1; Gravel Road = 4:1**
4. Approximately midway between the Right-of-Way line and the edge of the road, the elevation of the entrance shall be at least **six (6) inches lower** than that of the edge of the roadway.
5. Shelby County shall designate minimum length, diameter, and type of culvert pipe to achieve efficient and adequate width of entrance. Culverts shall be steel riveted annular culverts, or HDPE dual walled culverts that meet Iowa DOT Specifications for entrance culverts. No new entrance culvert shall be less than 24 inches in diameter or 30 feet in length. Entrance culverts larger than 48" in diameter shall be steel riveted annular culverts.
6. All costs of all new/permitted installations will be borne by the owner. The County will maintain stockpiles of new pipe for purchase. When an entrance culvert has deteriorated, or is no longer functioning as originally designed, the Shelby County Engineer or their representative will investigate to determine if a new culvert is required. Shelby County will provide a replacement entrance culvert at no cost but will not assume maintenance of entrances after installation. The replacement pipe will be of length equal to the existing entrance pipe.
7. Culvert pipes shall be approved by County Engineer or their representative. The new culvert pipe shall meet County and Iowa Department of Transportation standards for entrance pipe.
8. Shelby County maintenance personnel are allowed to maintain access to prevent water from damaging the roadway surface.
9. Unauthorized installation of entrances within the public right-of-way will be subject to removal without notice.
10. The priority of equipment used in entrance placement is cleaning out the ends of drainage structures, replacing damaged or separated culverts, washouts, and bridges. Therefore, entrance work is a low priority scheduling item. The owner may have the required entrance maintenance done by others, with all work subject to approval by Shelby County personnel.
11. Extension of existing entrances will only be allowed when the ends of the existing culvert are suitable for attachment as well as the original pipe being structurally sound. Also, entrances shall meet the criteria of this policy following modifications.
12. The owner of each entrance shall be responsible for surfacing the entrance at their cost, as the county will only provide surfacing to house drives when grading, paving, or repairing.
13. All necessary and proper barricades, flares, etc., as per the Manual on Uniform Traffic Control Devices, shall be furnished and maintained by the applicant. Maximum safety precautions shall be maintained to protect workers, property owners, and the traveling public from accidents due to the operations of the applicant.
14. Shelby County shall be indemnified and saved harmless of any damages resulting from the applicant's operations.
15. The installer shall submit to the Shelby County Engineer a certificate of liability and property insurance, with the minimum coverage as follows: General Liability Insurance – Bodily Injury and Property Damage Combined \$500,000 Each Occurrence / \$1,000,000 Aggregate  
Automobile Liability - &500,000 Combined Single Limits  
Excess Liability – Each Occurrence / \$1,000,000 Aggregate  
Workers Comp. & Employers Liability: Part A – Statutory. Part B - \$500,000/\$500,000/\$500,000
16. It is the present policy of Shelby County to maintain those driveways specified by the School Superintendents as school bus turnarounds. This may include granular surfacing from shoulder of the roadway to the right-of-way line.